



Developmental Disabilities Nurses of New Hampshire

December 19, 2017

AGENDA

New Hampshire Hospital Association, 125 Airport Rd, Concord, NH 03301
Phone: (603) 225-0900

Ground Rules

- Recognize who is the facilitator
- Be mindful of limited time (Listen & stay on topic)
- Follow the agenda
- One person speaks at a time (No side conversations)
- Be respectful (This is idea-gathering time)
- No anonymity



- **Silence all cell phones**

Officers

President: Ellen McPhetres-till 5/18
Vice President: Cheryl Bergeron-till 5/18
DDNA Liaison: Debi Ellis-Nailor-till 5/18
Secretary: Luanne King-till 5/18
Treasurer: Liz Nelson-till 5/19
BDS: Cheryl Bergeron

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- 10:00 Peter Bacon and Lisa Hoekstra Q&A
- Adjourn meeting
- Holiday Party until 1:00pm

Old Business

- Updates on Subcommittee items
- Nursing practice items discussion

New Business

- **Q&A with state surveyors**
- **Holiday Party and Yankee Swap**

Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

Subcommittee meetings:

- FAQ (new group formed 11/21)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

HRST newsletter sign up – If you are a NH RN and not already receiving the newsletter – send a requesting email to: gina@hrstonline.com

e-Studio – FYI only

DDNNH has a folder in e-studio where NTs can access fillable versions of the most up to date 1201 mandated forms. This is also an online workspace where we can see and comment on projects in process (like our FAQ update work). We also have a folder to share posted forms from agencies and vendors – these forms are not mandated outside of a particular agency. Anyone who has an e-Studio account with access to DDNNH can upload forms. If you are a nurse trainer or current paid member of DDNNH who does not have an e-studio account, then send your first and last name plus your preferred email address to: DDNNH@dhhs.nh.gov

Resources and Educational Opportunities

- International Journal of Nursing in Intellectual and Developmental Disabilities – can be linked through the DDNA website: <https://ddna.org/publications/journal/>
- New Hampshire Technical Institute (NHTI) Nursing continuing educational opportunities can be found at: <https://www.nhti.edu/community-visitors/business-industry-training>
- Saint Anselm College, Manchester, NH: Brochures will be posted on <http://www.anselm.edu/Academics/Majors-and-Departments/Continuing-Nursing-Education/Event-Calendar.htm>
- The Bureau of Developmental Services is offering an incentive for all nurses working in the developmental service system to join the national Developmental Disabilities Nurses Association. The Bureau is partnering with the Area Agencies by offering fifty percent reimbursement to the Area Agencies towards the \$80 required for DDNA membership for any nurse working for an area agency or for a subcontracted agency. HOW IT WORKS: Nurses will need to contact their respective Area Agencies or subcontracted agencies for support to join the DDNA, and will need to go to the DDNA website directly to register themselves. Subcontracted agencies should then contact their respective Area Agencies, who will enter the payment through BTS and contact their respective Bureau Liaison for approval via email, with a copy of the nurses names emailed to: Maureen.Ditomaso@dhhs.nh.gov
- If interested in joining the DDNNH, please complete the membership forms (available online) and return to Elizabeth Nelson, DDNNH treasurer, 50 Governors Road, Sanbornville, NH, 03872. <mailto:enelson@northernhs.org>



Developmental Disabilities Nurses of New Hampshire

November 21, 2017

AGENDA

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- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes ****scan for possible FAQ items****
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- When to sign off medications
- On site observation clarification
- Frequency of controlled med count
- Overview of Relias medication administration module
- Ideas for the Christmas party
- 11:30AM adjourn meeting
- Upcoming Guest: Peter Bacon in December

Old Business

- Updates on Subcommittee items
- Nursing practice items discussion

New Business

- **Signing off medications**
- **On site observations**
- **Controlled med count**
- **Relias modules**
- **Christmas party planning**

Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

Subcommittee meetings:

- FAQ (met 8/16)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

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Developmental Disabilities Nurses of New Hampshire

September 19, 2017

AGENDA

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Phone: (603) 225-0900

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DDNA Liaison: Debi Ellis-Nailor -till 5/18

Secretary: Luanne King -till 5/18

Treasurer: Liz Nelson-till 5/19

BDS: Cheryl Bergeron

- **9:30** Call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (*scan for possible FAQ items*)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- HRST data tracker revision (Cheryl)
- Change in vendor for incontinent products (Cheryl)
- Nursing duties & nurse trainers (Sherie)
- Delegation sliding scale insulin (Angele)
- **10:00** Peter Bacon Q&A
- **11:30** Adjourn meeting

Old Business

- Updates on Subcommittee items
- Nursing practice items discussion

New Business

- **HRST tracker**
- **Incontinent products**
- **NT and nursing duties**
- **Sliding scale insulin delegation**
- **Peter Bacon Q&A**

Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

Subcommittee meetings:

- FAQ (met 8/16)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

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Developmental Disabilities Nurses of New Hampshire

June 20, 2017

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301

Phone: (603) 226-2900

Ground Rules

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- Listen & stay on topic
- Follow the agenda
- Allow one person to speak at a time
- Be kind to each other
- No side bar conversations
- No anonymity
- Remember – this is idea gathering time!
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Officers

President: Ellen McPhetres

Vice President: Angele Smith

DDNA Liaison: Debi Ellis-Nailor

Secretary: Luanne King

Treasurer: Dianne Crone

BDS: Cheryl Bergeron

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- Finalize office positions
- Conflict free case management and Nurse Trainers (Ellen)
- 10:00 -11:00 Peter Bacon Q&A
- 11:00 -11:30 Nancy Sullivan & Sue Vermette: Colorectal Screening training and Q&A
- Upcoming Guest: Peter Bacon at September 2017 meeting
- 11:30AM adjourn meeting

Old Business

- Updates on Subcommittee items
- Nursing practice items discussion

New Business

- Officer positions finalized
- Case management and NTs
- Peter Bacon Q&A
- Colorectal screening training

Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

Subcommittee meetings:

- FAQ (met 8/16)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Standardizing med error report form (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

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- The Bureau of Developmental Services is offering an incentive for all nurses working in the developmental service system to join the national Developmental Disabilities Nurses Association. The Bureau is partnering with the Area Agencies by offering fifty percent reimbursement to the Area Agencies towards the \$80 required for DDNA membership for any nurse working for an area agency or for a subcontracted agency. HOW IT WORKS: Nurses will need to contact their respective Area Agencies or subcontracted agencies for support to join the DDNA, and will need to go to the DDNA website directly to register themselves. Subcontracted agencies should then contact their respective Area Agencies, who will enter the payment through BTS and contact their respective Bureau Liaison for approval via email, with a copy of the nurses names emailed to: Maureen.Ditomaso@dhhs.nh.gov
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Developmental Disabilities Nurses of New Hampshire

May 16, 2017

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301

Phone: (603) 226-2900

Ground Rules
<ul style="list-style-type: none">• Recognize who is the facilitator• Be mindful of limited time• Listen & stay on topic• Follow the agenda• Allow one person to speak at a time• Be kind to each other• No side bar conversations• No anonymity• Remember – this is idea gathering time!• Silence all cell phones

Officers
<p>President: Ellen McPhetres</p> <p>Vice President: Angele Smith</p> <p>DDNA Liaison: Debi Ellis-Nailor</p> <p>Secretary: Luanne King</p> <p>Treasurer: Dianne Crone</p> <p>BDS: Cheryl Bergeron</p>

<ul style="list-style-type: none">• 9:30AM call meeting to order• Greetings and introductions• Review of the previous meeting minutes <i>*scan for possible FAQ items</i>• Review of current treasurer's report• DDNA Liaison report: Post Conference Report by Debi Ellis-Nailor• Nominations for offices• Colorectal screening training information by Cheryl Bergeron• Discussion around new meeting place for DDNNH• Follow up on incident report form• 11:30AM adjourn meeting• Upcoming guest in June: Peter Bacon
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Old Business
<ul style="list-style-type: none">• Updates on Subcommittee items• Nursing practice items discussion

New Business
<ul style="list-style-type: none">• Colorectal screening training• Meeting Place• Nominations• Incident Report form

Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

Subcommittee meetings:

- FAQ (met 8/16)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Standardizing med error report form (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

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Developmental Disabilities Nurses of New Hampshire

April 18, 2017

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301

Phone: (603) 226-2900

Ground Rules

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Officers

President: Ellen McPhetres

Vice President: Angele Smith

DDNA Liaison: Debi Ellis-Nailor

Secretary: Luanne King

Treasurer: Dianne Crone

BDS: Vacant as of 9/1/16

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes **scan for possible FAQ items*
- Review of current treasurer's report
- DDNA Liaison report: September, December, March, June
- Colorectal screening information
- Medical cannabis affordability for Medicare patients
- Discussion about med errors from the uniformity meeting
- How the nursing intervention incident report is being used
- 11:30AM adjourn meeting

Old Business

- Updates on Subcommittee items
- Nursing practice items discussion

New Business

- Colorectal screening
- Medical cannabis
- Med errors
- Incident Report

Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

Subcommittee meetings:

- FAQ (met 8/16)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Standardizing med error report form (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

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Developmental Disabilities Nurses of New Hampshire

March 21, 2017

AGENDA

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Secretary: Luanne King

Treasurer: Dianne Crone

BDS: Vacant as of 9/1/16

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes **scan for possible FAQ items*
- Review of current treasurer's report
- DDNA Liaison report: September, December, March, June
- 10:00 Guest: Peter Bacon
- 11:30AM adjourn meeting

Old Business

- Updates on Subcommittee items

New Business

- Peter Bacon question and answer session
- Nursing practice items discussion

Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

Subcommittee meetings:

- FAQ (met 8/16)
- Updating curriculum movies (formed 1/16)
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Developmental Disabilities Nurses of New Hampshire

February 21, 2017

AGENDA

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Phone: (603) 226-2900

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Vice President: Angele Smith

DDNA Liaison: Debi Ellis-Nailor

Secretary: Luanne King

Treasurer: Dianne Crone

BDS: Vacant as of 9/1/16

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (**scan for possible FAQ items*)
- Review of current treasurer's report
- DDNA Liaison Report (upcoming DDNA conference)
- Discussion: colorectal screening and new Medicare rule on PE
- Upcoming Guest: Peter Bacon at March 2017 meeting
- 11:30AM adjourn meeting

Old Business

- Update on Medication Administration Curriculum Video

New Business

- Colorectal screening eligibility
- Non-coverage of Medicare clients annual PE

Parking lot items:

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Subcommittee meetings:

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DDNNH has a folder in e-studio where NTs can access fillable versions of the most up to date 1201 mandated forms. This is also an online workspace where we can see and comment on projects in process (like our FAQ update work). We also have a folder to share posted forms from agencies and vendors – these forms are not mandated outside of a particular agency. Anyone who has an e-Studio account with access to DDNNH can upload forms. If you are a nurse trainer or current paid member of DDNNH who does not have an e-studio account, then send your first and last name plus your preferred email address to: DDNNH@dhhs.nh.gov

Resources and Educational Opportunities

- International Journal of Nursing in Intellectual and Developmental Disabilities – can be linked through the DDNA website: <https://ddna.org/publications/journal/>
- New Hampshire Technical Institute (NHTI) Nursing continuing educational opportunities can be found at: <https://www.nhti.edu/community-visitors/business-industry-training>
- Saint Anselm College, Manchester, NH: Brochures will be posted on <http://www.anselm.edu/Academics/Majors-and-Departments/Continuing-Nursing-Education/Event-Calendar.htm>
- The Bureau of Developmental Services is offering an incentive for all nurses working in the developmental service system to join the national Developmental Disabilities Nurses Association. The Bureau is partnering with the Area Agencies by offering fifty percent reimbursement to the Area Agencies towards the \$80 required for DDNA membership for any nurse working for an area agency or for a subcontracted agency. HOW IT WORKS: Nurses will need to contact their respective Area Agencies or subcontracted agencies for support to join the DDNA, and will need to go to the DDNA website directly to register themselves. Subcontracted agencies should then contact their respective Area Agencies, who will enter the payment through BTS and contact their respective Bureau Liaison for approval via email, with a copy of the nurses names emailed to: Maureen.Ditomaso@dhhs.nh.gov
- If interested in joining the DDNNH, please complete the membership forms (available online) and return to Dianne Crone PO Box 349, Freedom, NH 03836 email: dcrone@northernhs.org



Developmental Disabilities Nurses of New Hampshire

January 17, 2017

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301

Phone: (603) 226-2900

Ground Rules

- Recognize who is the facilitator
- Be mindful of limited time
- Listen & stay on topic
- Follow the agenda
- Allow one person to speak at a time
- Be kind to each other
- No side bar conversations
- No anonymity
- Remember – this is idea gathering time!
- ***Silence all cell phones ***

Officers

President: Ellen McPhetres

Vice President: Angele Smith

DDNA Liaison: Debi Ellis-Nailor

Secretary: Luanne King

Treasurer: Dianne Crone

BDS: Vacant as of 9/1/16

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- Dianne Crone to lead discussion on the Rivier University scholarship fund
- 10:00-10:30AM Upcoming Guests: Caryn-Ann Ferriter and Jonathan Routhier to talk about standardizing a new med error form
- DDNA Liaison Report (March, June, September & December)
- 11:30AM adjourn meeting

Old Business

- NT caseload variables information identified in October's meeting to be revisited in January

New Business

- Standardize med error form

Parking lot items:

- FAQ update (committee met 8/16)
- HRST discussion- offer considerations as the system is assessed (1/16 meeting)
- DD Nurse articles-promoting our field of work to licensed RN's (10/15 meeting)
- Progress of updating curriculum movies

Subcommittee meetings:

- FAQ update regarding HIS/HRST substitutions

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